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DRAFT

29 October 1971

MEMORANDUM FOR: Acting Executive Director-Comptroller

SUBJECT : Records Storage Control Policy

REFERENCE : Exec. Dir. Memo to DDS, 1 July '71, same subj.

1. This special report from the Records Management Board is for your information only.

2. As requested in paragraph 4 of reference memorandum, the Records Board has examined these two specific records problem areas:

a. the development of an Agency policy establishing an "office of record" responsibility for Agency documents; and

b. the application of an Agency policy limiting the storage of computer-prepared reports to [redacted] microfilm copies of these reports.

3. The Board's findings have led to the conclusion that there is no need for the issuance of a policy statement on the two areas at this time because both the need for "offices of record" and filming of large computer lists are recognized by the Components concerned, corrective action has been taken or is in process, and there is no serious problem requiring immediate intervention by the Executive Director. The Board will continue to monitor the progress in these two areas and make reports or recommendations as necessary in its semi-annual reports to you.

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4. On the first problem the Board found that the Agency Records Administration Officer and his Staff have been working with Directorate Records Managers since 1967 in drafting "Retention Plans for Permanent Records". These are Directorate-wide lists of the files of continuing legal or historical value and include the identification of the "offices of record" responsible for the permanent preservation of the record copy. Such "Plans" will serve to eliminate retirement of duplicate files, promote more systematic administration, reference, and preservation or disposal of Agency documentation, and to ensure file custody and control by the organizational element with primary interest and responsibility, or need. The DDS&T completed its first Retention Plan in 1969 and is currently up-dating it with a tentative target date of March 1972. A team of DDP and Agency Records Staff Officers prepared a first draft of a Plan for DDP files. In 1969 DDP published its Records Disposition Plans [redacted] For the past two years the DDP Records Staff has been working to expand the official CS Records System to include all file material of value. This has been delayed by a lack of Computer capacity to handle the additional file codes. When this is accomplished they will be in a position to prepare a comprehensive retention plan, draw from it a list of permanent files, and establish "Office of Record" responsibility. 25X1A

5. The DDI and DDS Directorates have teams actively engaged in developing their Plans. A member of the Agency Records Staff has been assigned to work on the DCI Retention Plan for Permanent Records.

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All Agency Records Officers have been invited to a two-day Conference at [redacted] to study related problems and techniques for developing their Plans. Because the majority of Records Managers have additional duties and priority assignments, completion of the Plans receives comparatively low-level support and attention. The tentative target for DCI, DDI, and DDS Retention Plans is during the first quarter of 1972. This initial effort to identify responsible Offices for permanent records will protect our most valuable files and develop new systems and procedures for their control. This experience will then be used in Phase Two during which the "Offices of Record" will be identified for temporary records which are many times more voluminous and complicated.

6. The second problem was examined and the Directorate representatives to the Board report that their components have about 23 of large Computer listing requirements that are already converted to Computer Output Microfilm (COM). Several other components are microfilming important listings on high-speed cameras. The Board Members found instances wherein Computer reports are too small to be considered for COM programming or even for conversion to film at all. Also, they find Computer listings with short-term retention periods which do not warrant conversion to film.

7. The Records Center Chief reported to the Board that large deposits of lists are in the process of being withdrawn from storage and are being discontinued or converted to film. The Center has not received any Punch cards or hard copy for the last few months. In DDS, lists from DDP and DDI only Office of Personnel continues to retire its lists but is working with SIPS on new plans. In DDS&T the Office of Computer Services is retiring temporary magnetic tapes. DCI components do not

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retire c[illegible]ter listings. The DDP is eliminating approximately 400 cubic feet of pu[illegible]ed cards from the Center by converting the cards to COM. The Office of Finance has stopped retiring listings and has filmed 100 cubic feet of lists on hand. They have plans to recall and convert another 500 cubic feet during this Fiscal Year. Similar plans are being developed for old Personnel lists in storage.

8 The Board members feel the conversion of computer output to film is progressing as well as can be expected. Also the identification of "offices of records" is receiving as much attention as manpower and priorities permit. Unless Agency management desires to accelerate the completion of Retention Plans, with the attendant requirement for additional manpower and shifts in priorities, the Board cannot recommend any policy proposal or intervention for the Executive Director-Comptroller at this time.

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[redacted]

Chairman
CIA Records Management Board

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